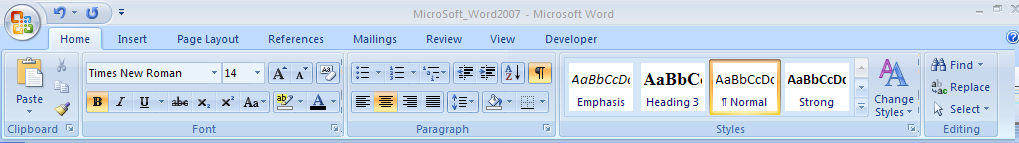
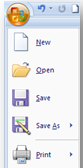
**Microsoft Word 2007**

**1 2**

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**13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28**





**3 4 5 6 7 8 9 10 11 12**

**29**

**30**

**31**

**32**

**33**

**34 35 36 37 38 39**

|  |  |  |
| --- | --- | --- |
| 1 | Undo | Removes last action |
| 2 | Redo Auto Correct | Removes the last action performed by Undo button |
| 3 | Font | Changes the way the text appears |
| 4 | Font Size | Size of text |
| 5 | Grow Font | Font size will increase |
| 6 | Shrink Font | Font will decrease |
| 7 | Bullets | Creates a list |
| 8 | Numbering | Start a numbered list |
| 9 | Sort | Alphabetize list |
| 10 | Show/Hide | Displays all formatting |
| 11 | Changes Styles | Changes set of styles, colors and font |
| 12 | Find | Find text in a document |
| 13 | Bold | Darkens text |
| 14 | Italic | Italicizes text |
| 15 | Underline | Underlines text |
| 16 | Strikethrough | Draws a line through the word |
| 17 | Subscript | Character written beneath the text |
| 18 | Superscript | Character written above the text |
| 19 | Change Case | Make text all capital or all lower case |
| 20 | Highlighting | Highlight text |
| 21 | Font Color | Change the color of the text |
| 22 | Left Alignment | All text is lined up on the left side |
| 23 | Center Alignment | All text is centered |
| 24 | Right Alignment | All text is aligned to the right side |
| 25 | Justified | Aligns text to both left and right side margins |
| 26 | Line spacing | Single, double or triple line spacing |
| 27 | Shading Bucket | Changes the background color |
| 28 | Border | Create a line around or any side of the box |
| 29 | New Blank Document | Opens a new page |
| 30 | Open | Opens up previously saved document |
| 31 | Save | Save document |
| 32 | Save as | Save document to a new location |
| 33 | Print | Prints the document |
| 34 | Table | Create a table |
| 35 | Pictures | Insert a picture |
| 36 | Clip Art | Insert image from a MicroSoft Office recourses |
| 37 | Shapes | Insert or draw a shape |
| 38 | SmartArt | Graphic organizer templates |
| 39 | Chart | Create a chart |